

# **APPROVED**

## **Downtown Providence District Management Authority**

### **Board of Directors Meeting Minutes**

**February 17, 2011**

#### **1. Roll Call**

**Chairman Gagliardi called the meeting to order at 8:33 a.m.**

**Directors present: Joseph DiBattista, Wendy Doyle-Spatcher, Robert Gagliardi, Susan LaPidus, Richard Lappin, and John MacIver.**

**Ex Officio Members present: Diana Burdett, Alan Chille, Lisa Paratore**

**Others present: Dan Baudouin, Executive Director of The Providence Foundation; Joelle Kanter, The Providence Foundation Program Manager; Frank LaTorre, DID Director of Public Space; Frank Zammarelli, Block By Block Operations Manager, Robin Remy, DID Accounting Manager, Bryan Principe, City of Providence Councilman, Anthony Donadio, Regional Manager of Block By Block.**

#### **2. Approval of the minutes for the January 20, 2011, meeting**

**Director Joe DiBattista motioned to approve the minutes from the January 20, 2011 Board meeting. Director Lappin seconded the motion, and a roll call vote was held as follows:**

**Director DiBattista Yes**

**Director Doyle-Spatcher Yes**

**Director Gagliardi Yes**

**Director LaPidus Yes**

**Director Lappin Yes**

**Director MacIver Yes**

**Therefore the motion passed.**

### **3. Financial Report**

#### **Monthly Financial Reports**

**Robin Remy presented the financials for January 2011.**

**The Statement of Financial Position shows all accounts in good standing.**

**The Statement of Operations shows the majority of expense items in line with the overall budget. Public Space Maintenance Supplies expense was more than double the monthly budget amount; \$2,400 was spent on snow and ice removal products due to the record amount of snowfall in January.**

**The Collections Report shows 91% of assessments due for 1/24/2011 have been paid. Robin Remy has contacted property owners with the highest delinquent balances and is preparing documentation for properties that may be submitted to the City of Providence for tax sale.**

**Director LaPidus motioned to accept the January 2011 financials as presented, Director Macliver seconded the motion, and a roll call vote was held as follows:**

**Director DiBattista Yes**

**Director Doyle-Spatcher Yes**

**Director Gagliardi Yes**

**Director LaPidus Yes**

**Director Lappin Yes**

**Director Macliver Yes**

**Therefore the motion passed.**

#### **4. City of Providence Update**

**Dan Baudouin reported there is a meeting with Mayor Angel Taveras and the DID Board scheduled for March 31, 2011, at 2:00 pm.**

**Dan Baudouin reported that the Mayor's office is working on getting new DID Ex officio appointments firmed up.**

## **5. Economic Development Joint Initiative**

**The Marketing group spent much time researching since their November 2010 meeting. A meeting of the committee is scheduled for March 8, 2011 to continue developing the marketing effort.**

**Dan Baudouin stated that Mayor Angel Taveras and his Chief of Staff, John Pagliarini, have made retaining existing businesses in downtown a top priority.**

**A Search Committee has been formed to find a new Economic Development Corporation director. The role of Director will be elevated to a Cabinet-level position.**

**The new permitting process development is currently slowed, likely the result of the new Mayor getting acclimated to his office; however, permitting was one of the Mayor's platform items, so the process is expected to resume shortly.**

## **6. Report from the Director of Public Space**

**Frank LaTorre met with Leo Perotta, Parking Administrator for the City of Providence, for an in-depth discussion of parking issues within the downtown. Frank and Dan Baudouin will meet with Leo Perotta, Mayor Angel Taveras, and Michael D'Amico, the Mayor's Director of Administration, on March 31, 2011, to review parking concerns in the city.**

**Frank LaTorre and Dan Baudouin met with Gianne Conard of the General Services Administration (GSA) to discuss how the GSA may contribute to the DID. Ms. Conard advised that the GSA can participate in fee-for-service projects, but they are unable to voluntarily participate in the district assessment.**

**The Hospitality Resource Partnership (HRP) met with Matt Stark, Director of Policy in Mayor Taveras's administration. Mr. Stark reported that the Mayor likes the initiative of the HRP. The HRP has again prepared a bill to ban under 21 nightclubs in the City of Providence. Representative Chris Blazejewski will take the bill to the State House.**

**Frank reported he is in "constant contact" with RIDOT regarding the Weybosset paving and sidewalk repair projects.**

## **7. Marketing Report**

**Joelle reported the Joint Economic Venture for Parking has selected the design firm Ninedot to design the new Parking & Branding**

**signage.**

**The committee working to select the designer for the new [www.providencedowntown.com](http://www.providencedowntown.com) website has narrowed the selection down to three firms. Second interviews are scheduled for early in March; the committee's recommendation will be presented at the March 17 Board meeting.**

#### **8. Report from Block-By-Block**

**Anthony Donadio, Regional Manager with Block By Block, introduced himself and stated,"Providence is my pride and joy." Frank Zammarelli presented the monthly Eponic report on their work in the District.**

**RI Housing Authority hosted a breakfast for the Block By Block staff to thank them for their outstanding work and to acknowledge their great work ethic displayed throughout the snowy winter weather.**

**Frank Zammarelli mentioned the need to obtain a new piece of equipment to deal with heavy snow removal. Director DiBattista offered to speak with his partners regarding allowing the DID and Block By Block staff to borrow their bobcat. The board also discussed the difficulties Block By Block encountered when property owners did not handle their snow removal obligations and the need to contact city officials.**

## **9. Other business**

**Alan Chille, General Manager of Providence Performing Arts Center (PPAC) extended thanks to the Block By Block team for their outstanding response to the numerous snow storms. He told the group the cast of Lion King “loves Providence.” Alan will be forwarding to the DID results of a recent PPAC survey of the patrons of Radio City Holiday Shows. The survey showed people are generally very positive about their experience in Providence.**

**Mr. Chille gave a wonderful presentation on the planned upgrades to “PPAC Square” as it’s now being called. He outlined work that will be done by the City of Providence, including new trees, lighting, a drop-off lane in front of the theater, and street and sidewalk repair and paving. He described improvements PPAC is making to their building, including a new, modern marquee and fresh paint.**

**Dan Baudouin Frank LaTorre reported on their progress to encourage owners of tax-exempts properties in the District to voluntarily pay assessments to the district. Dan is also working with property owners to see about expanding into the jewelry district.**

**Wendy Doyle-Spatcher reported that Flagstar Bank from Michigan has signed a lease for space at the Textron building on 40 Westminster Street. Flagstar will operate a retail business at that**

**location.**

## **10. Adjournment**

**The meeting was adjourned at 9:55 a.m.**

**Respectfully submitted,**

**Robin J. Remy**

**Accounting Manager, Downtown Improvement District**